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1 May 1969

**MEMORANDUM FOR THE RECORD**

**SUBJECT: Language Development Program**

1. A meeting on the Language Development Program was held on 30 April 1969. In attendance were [ ] DDI representative on the Language Development Committee; [ ] Division Chief of Position Management and Compensation Division, O/P; [ ] representing OCS/SIPS.

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2. [ ] requested the meeting to submit a Foreign Language Requirements Survey form to OCS/SIPS for review and also to discuss the technical aspects of instituting the Language Development Program. Throughout the meeting [ ] called attention to the following items:

a. Difficulty that the directorates were having in formulating requirements to identify general language positions versus specific language positions.

b. The 1 May 1969 deadline for all the Directorates to submit their language requirements has been postponed for an unspecified amount of time.

c. The present Language Report is misleading due to the fact that all the individuals listed as qualifying for a language are not always available for a language position because of a high GS-grade, health, or they are unqualified in some respect for a foreign field assignment.

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25X1 d. [ ] would like to see the present project updated or purged since many of the individuals who have a claimed language proficiency, did so 20 years ago, and it is unrealistic to think they still possess this capability.

e. A need for a specific breakdown of languages versus a general description of Western European languages or romance languages.

25X1 3. [ ] emphasized the desirability of having a separate project identifying language positions in lieu of incorporating it in the present T/O project. This method would allow for the many changes that normally occur within the first year of a new project without interrupting or causing confusion within the present complicated T/O project.

4. In line with the above, [ ] requested that consideration given to a special code be placed in the present T/O at the Branch Header which would indicate to his staff and various Agency components that a language position is within the Branch so they in turn could check a separate listing to identify the specific/general language requirement. 25X1

5. In conclusion, [ ] requested that OCS/SIPS review the Foreign Language Requirements Survey form that he had designed and requested another meeting in the near future. 25X1

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